



**SUBDIVISION EXEMPTION APPLICATION**  
**RAVALLI COUNTY, MONTANA**

Ravalli County Planning Department  
215 S. 4<sup>th</sup> Street, Suite F  
Hamilton, MT 59840  
Phone: (406) 375-6530  
Fax: (406) 375-6531  
planning@ravalliacounty.mt.gov

**1. Applicant Information**

☐ \$200 Fee

Name:	Consultant:
Street:	Street:
City/State/Zip:	City/State/Zip:
Daytime Phone:	Daytime Phone:

To whom should the original decision letter be sent? \_\_\_\_\_

**2. Titleholder Information** (For relocations of common boundaries, all owners must sign)

Full Name:	Signature:
Full Name:	Signature:
Full Name:	Signature:
Full Name:	Signature:

**3. Property Information** (Include all that apply)

County Tax ID or Parcel Number: \_\_\_\_\_  
Certificate of Survey Number: \_\_\_\_\_ Tract/Parcel \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Tract/Parcel \_\_\_\_\_  
Legal Description: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

**4. Type of Exemption Requested** (Please check all that apply)

- ☐ Relocation of Common Boundary  
☐ Family Transfer  
☐ Agricultural Covenant  
☐ Mortgage Release  
☐ Other \_\_\_\_\_

**5. Prior Use of Subdivision Exemptions** (If none, leave table blank. Attach additional pages if necessary.)

Tax ID/Parcel number or property information	Exemption used	Disposition of parcel (Sold, retain ownership, etc.)

**6. Conflict of Interest Statement**

Are there any financial, business, or personal relationships between the owner of the property, the selling agent, the purchasing agent, the brokerage firm, the developer or builder, consultants, and/or purchasers of the property and members of the Ravalli County Planning Staff and/or the Ravalli County Commissioners?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please explain.

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**7. Attachments**

- A. Provide an 8 ½" x 11" copy of the Certificate of Survey or plat (if a filed Certificate of Survey or plat is not available, a drawing will suffice) that clearly shows the existing boundary of the subject property(ies) and the proposed new configuration. Please represent the existing boundary with a dashed line and the new boundary with a solid line and label boundary lines as "existing" or "proposed." For Family Transfers, please identify which parcel(s) will be "gifted" and which will be the "remainder."

*A plat prepared by a surveyor is not required to be submitted with this application.*

- B. A Subdivision Guarantee created within one year of the exemption application submittal. The Subdivision Guarantee document includes (but is not limited to) a current legal description of the property, current vesting, all filed easements, recorded liens, covenants, deed restrictions, and zoning for the properties involved.

*The Planning Department has confirmed that the title insurance companies operating within Ravalli County offer Subdivision Guarantees, which include the information listed above. Feel free to use the title insurance company of your choice.*

- C. It is recommended that the applicant attach written responses regarding the general evasion criteria and/or any specific rebuttable presumptions that apply to his/her exemption request. Please note: If a written explanation is not provided, the applicant and/or his/her representative may be asked to respond to the criteria and rebuttable presumptions during the public meeting on this request.

Signature of person filling out the form:

\_\_\_\_\_

Printed name of person filling out the form:

\_\_\_\_\_

**Additional Information Required for Mortgage Releases**

- A. A statement of how many interests within the original tract will be created by use of the exemption.
- B. A statement explaining who will have title to and possession of the balance of the original parcel after title to the exempted interest is conveyed.
- C. A signed statement from a lending institution that the creation of the interest is necessary to secure a loan.

**Additional Information Required for Family Transfers**

- A. Please fill out the table below.

Name of Family Member	Relationship

- B. The original landowner (grantor) must provide evidence of the familial relationship with the grantee.
- C. Complete the Notarized Request for Family Transfer Form (on Page 4 of this application).

Ravalli County Planning Department

**Notarized Request for Family Transfer Form**

**By signing this form, the applicant and the landowner acknowledges and agrees as follows:**

This form will be recorded with the County Clerk and Recorder relative to the subject real property.

The transfer or potential sale of the gifted tract created by the family transfer exemption within three years of the creation of the tract will result in the presumption that the use of the exemption was adopted for the purposes of evading the MSPA and the recordation of the instrument of conveyance of a parcel created by family transfer within three years of creation may be subject to refusal of the Clerk and Recorder. There is no restriction regarding the remainder parcel.

Violation of the Montana Subdivision and Platting Act or the Ravalli County Subdivision Regulations is a misdemeanor per Section 76-3-105 MCA, and false statements to a public official may constitute a misdemeanor per Sections 45-7-202 and 45-7-203, MCA.

**I swear and affirm that I have examined this form and to the best of my knowledge and belief, it is true, correct, and complete and is in compliance with all Montana State laws and Ravalli County regulations and resolutions.**

\_\_\_\_\_  
Grantor

\_\_\_\_\_  
Grantee

\_\_\_\_\_  
Grantee

\_\_\_\_\_  
Grantee

STATE OF MONTANA

County of Ravalli

Subscribed to and sworn to (or affirmed) before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ and \_\_\_\_\_.  
(Names of Grantor and Grantee(s))

(Seal)

\_\_\_\_\_  
Signed Name of Notary

\_\_\_\_\_  
Printed Name of Notary

Notary Public for the State of Montana

Residing in \_\_\_\_\_

My Commission expires \_\_\_\_\_